

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 3330
Approved by C.S.B.
December 7, 1994

WASTE MANAGEMENT SPECIALIST

DEFINITION

Under general direction plans, coordinates and directs integrated waste management and environmental compliance programs, studies and special projects; performs other related work as required.

EXAMPLES OF DUTIES

1. Plans, organizes and coordinates various waste management and recycling projects, programs and services involving diverse administrative operations; may administer or manage specific projects, programs and/or services; recommends and assists in installing improved administrative methods, procedures equipment and facilities.
2. Conducts research and analytical studies on a variety of waste management programs and issues; coordinates and expedites reports and program information from City departments; develops procedures and forms; formulates recommendations and prepares reports and correspondence.
3. Assists in determining financial methods, procedures and costs pertaining to environmental compliance and/or waste management service, services or programs; conducts cost benefit analyses and reviews and prepares financial and statistical reports; coordinates contract arrangements with other agencies and private parties.
4. Prepares grant applications and handles the details of grant administration including contracts with federal, state and regional agencies.
5. Confers with other departments, public officials, consultants and citizens and explains applicable legal mandates and City policies and procedures; may make presentations on waste management projects and programs.
6. Provides staff support to committees or commissions or individuals as assigned.
7. May assist in budget preparation and administration.
8. May administer various staff functions of the department.
9. May supervise, train and evaluate assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in environmental studies, environmental engineering or related field.

Experience: One year of environmental compliance and/or waste management experience involving the analysis of administrative concerns and the development of policies and procedures; municipal government experience is desired.

EMPLOYMENT STANDARDS (continuation)

Knowledge

Knowledge of principles of integrated waste management and environmental compliance; public and business administration including organization, personnel and fiscal management; statistical concepts and methods and general analytical procedures.

(OVER)

Ability

Ability to effectively administer environmental compliance and integrated waste management programs; perform both complex and routine administrative work with speed and accuracy; interpret and apply established legal mandates and City policies, procedures and codes; establish and maintain accurate records; plan, administer and evaluate work programs; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; prepare studies and reports concerning complex matters; write grant proposals; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public and supervise; train and evaluate assigned staff.

Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.